‘Cite While You Write’ in EndNote Online

This is the functionality that allows you to automatically cite references and create your bibliography as you write your document, in the correct referencing style.

NB. If you have not downloaded the CWYW plug-in you must do so before you can use this functionality.

The CWYW plug-in will install an EndNote tab onto all your Word documents. This is the toolbar you will need to use, and if you have registered for EndNote Online via the Desktop version or through Web of Science, you will have the Plymouth Cite them Right styles available:

Inserting references using the Plymouth Cite them right style

In EndNote Online this is done from your Word document.

1. From the EndNote toolbar, select the Plymouth Cite them right style from the style drop-down menu.
2. In your word document, place the cursor where you wish to insert an in-text citation.
3. From the EndNote toolbar click on Insert citations:

   ![Insert citations](image)

4. In the search field type in the author or keyword of the reference you want to add
5. Select the correct reference (if more than one displaying) and click on Insert – note you can choose an option to exclude authors or year:

   ![Insert options](image)
Multiple citations

You can add more than one reference.

- If your search has displayed all references you want in your citation, simply select all you want and **insert**.
- Alternatively, insert your first reference, then place the cursor **inside the citation bracket**, find your next reference, and then insert.

The text citation will now include a string of references in the correct order, with the correct separator.

**NB. EndNote automatically inserts *et al.* for multiple authors when the ‘Style’ dictates.**

**Editing or deleting the in-text citations**

EndNote adds the citations into your word document as a piece of coding and therefore should not be edited or deleted as you would in Word. If you make a mistake and add the wrong reference or you want to change the in-text citation in some way you will need to edit it using **Edit & Manage citations**. For example, you may need to include page numbers if directly quoting or referring to a particular part of a book:

To do this:

- Click on the in-text citation
- Go to **Edit citations** on the EndNote toolbar:

  ![Edit citations](image)

- From the dialogue box you can add page numbers in the Pages box (you don’t need to include *p* or *pp* as this will automatically format to the style you are using) or remove citations:
Editing a reference
You may find the reference in your bibliography is incorrect or doesn’t look the way it should. This could be because you are using the wrong style, or incorrect or missing information in the reference.

1. If the wrong style you can change this easily by choosing another style from the drop down style menu in word:

2. If missing/incorrect information you will need to change this in your EndNote Online library:
   a. Locate the reference in your library and add the missing/incorrect data
   b. Once you are happy with the reference information, go back to your word document
   c. From word click on Edit citations in your EndNote toolbar, Edit Library Reference and choose Update from my library